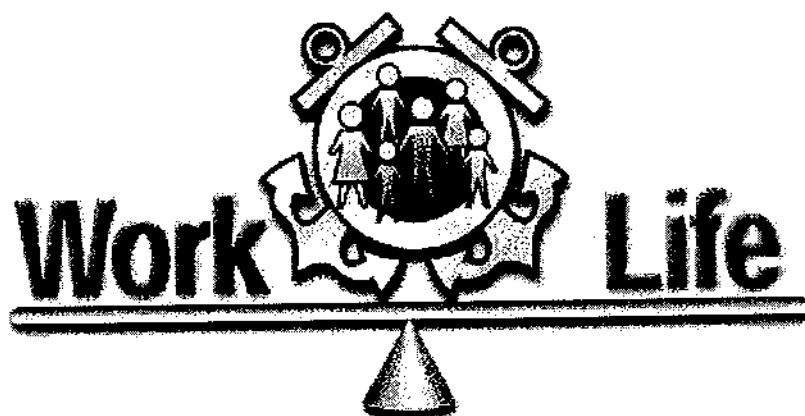


U. S. Coast Guard

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Headquarters Support Command

Preseparation Guide

Acknowledgements

This booklet was developed through a concerted effort of United States Coast Guard Transition/Relocation Managers located at ISC Alameda, ISC Boston, ISC Cleveland, ISC Ketchikan, ISC Kodiak, ISC Honolulu, ISC Miami, ISC New Orleans, ISC Portsmouth, ISC St. Louis, ISC San Pedro, ISC Seattle and Headquarters Support Command. The format follows the Preseparation Checklist (DD Form 2648 Version March 1999) items. It can also be used in accompaniment with the Preseparation Checklist video.



Memorandum

Subject: USCG PRESEPARATION GUIDE

Date: 28 November 2000
1900

From: USCG, Transition and Relocation Program

Reply to: G-WKW
Attn. of: (202) 267-6263

To: Members of Team Coast Guard

Ref: (a) Public Law 103-337, National Defense Authorization Act for Fiscal Year 1995
(b) COMDTINST 1900.1, Preseparation Counseling
(c) COMDTINST 1900.2, Transition Assistance Program

1. Reference (a) requires that all Coast Guard members separating from the military, whether through retirement, end of enlistment, medical board, or involuntary separation, receive preseparation counseling on specified benefits and services. This counseling ensures that all separating members have the opportunity to learn about the transition services and benefits available to assist them and their spouses in adjusting to civilian life. Preseparation Counseling is required to be documented via DD Form 2648, the Preseparation Counseling Checklist.
2. Reference (c), Section 5A, states that "A command representative will meet with all members separating, retiring, or entering the Disability Evaluation System (Initial Medical Board Initiation), officers and enlisted, approximately 180 days before separation and not later than 15 days after official notification of separation. As directed by reference COMDTINST 1900.2, preseparation counseling must occur at least 90 days prior to separation."
3. To assist in providing information on specific benefits and services related to separation from military service, the Coast Guard Transition/Relocation Managers have developed this Pre-Separation Guide. Designed to augment formal retirement seminars, or to be used in a "self-help" manner, this guide follows the Pre-Separation Checklist (DD Form 2648) with regard to the services and benefits discussed. This guide contains information and references that are valid at the time of publication. The Coast Guard Transition/Relocation Manager assigned to the Work-Life Staff at your servicing Integrated Support Command will address any changes to law, regulation, or policy that may have occurred since publication.
4. Any recommendations, comments, or changes regarding material contained in this booklet may be forwarded to Commandant (G-WKW-2), U. S. Coast Guard Headquarters, Attn: Transition Program Coordinator.

//signed

R. L. SKEWES

PRESEPARATION COUNSELING CHECKLIST

(Please read Privacy Act Statement below before completing this form.)

SECTION I - PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 1142, E.O. 9397.

PRINCIPAL PURPOSE(S): To record preseparation services and benefits requested by and provided to Service members; to identify preseparation counseling areas of interest as a basis for development of an Individual Transition Plan (ITP). The signed preseparation counseling checklist will be maintained in the Service member's official personnel file. Title 10, USC 1142, requires that not later than 90 days before the date of separation, preseparation counseling for Service members be made available.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, it will not be possible to initiate preseparation services or develop an Individual Transition Plan (ITP) for a Service member if the information is not provided.

SECTION II - PERSONAL INFORMATION (To be filled out by all applicants)

1. NAME (Last, First, Middle Initial)		2. SSN	3. GRADE
4. SERVICE	5. DUTY STATION	6. EXPECTED SEPARATION DATE (YYYYMMDD)	7. DATE CHECKLIST PREPARED (YYYYMMDD)

SECTION III. ALL TRANSITIONING SERVICE MEMBERS MUST READ AND SIGN.

I was offered preseparation counseling on the above date (Item 7) on my transition benefits and services as appropriate. I understand that this preseparation counseling is provided to assist my transition process as required by Title 10, USC 1142.

I ☐ accept ☐ decline (X appropriate block) further transition assistance counseling. (If you declined further transition assistance counseling, sign and date.) I have checked those items where I desire further information or counseling. I have also been advised where to obtain assistance in developing an Individual Transition Plan (ITP).

8a. SERVICE MEMBER SIGNATURE	b. DATE (YYYYMMDD)
9a. TRANSITION COUNSELOR SIGNATURE	b. DATE (YYYYMMDD)

SECTION IV. Please indicate (by checking YES or NO) whether you (or your spouse if applicable) desire counseling for the following services and benefits. All benefits and services checked YES should be used in developing your ITP. The following services and benefits are available to all Service members, unless otherwise specified:

	SERVICE MEMBER			SPOUSE			REFERRED TO (Input is optional)
	YES	NO	N/A	YES	NO	N/A	
10. INDIVIDUAL TRANSITION PLAN (ITP)							
11. EFFECTS OF A CAREER CHANGE							
12. EMPLOYMENT ASSISTANCE							
a. Dept. of Labor sponsored Transition Assistance Program and Service sponsored Transition Seminars/Programs							
b. Use of DD Form 2586 (Verification of Military Experience and Training)							
c. DoD Job Search (dod.jobsearch.org) and Public and Community Service (PACS) Register							
d. Transition Bulletin Board (TBB)							
e. Teacher and Teacher's Aide Opportunities							
f. Federal Employment Opportunities							
g. Hiring Preference in Non-Appropriated Fund (NAF) jobs (VSI, SSB, Eligible Involuntary Separates)							
h. State Employment Agencies/America's Job Bank							
13. RELOCATION ASSISTANCE							
*NOTE: Status of Forces Agreement limitations apply for overseas Service members.							
a. Permissive (TDY/TAD) and Excess leave							
*b. Travel and transportation allowances							
*c. Military family housing extension (VSI, SSB, and Eligible Involuntary Separates)							
*d. Commissary, exchange benefits extension and MWR Privileges (VSI, SSB, Eligible Involuntary Separates)							
*e. DODDS school extension (Eligible Involuntary Separates)							

PRESEPARATION COUNSELING CHECKLIST SECTION IV (Continued)		NAME (Last, First, Middle Initial)						SSN	
		SERVICE MEMBER			SPOUSE			REFERRED TO (Input is optional)	
		YES	NO	N/A	YES	NO	N/A		
14. EDUCATION/TRAINING									
a. Education benefits (Montgomery GI Bill, Veterans Educational Assistance Program, Vietnam-era, etc.)									
b. Job Training Partnership Act (JTPA)									
c. Additional education or training options									
15. HEALTH AND LIFE INSURANCE									
a. 60-day or 120-day extended Military and limited Dental benefits (VSI, SSB, Eligible Involuntary Separates)									
b. Option to purchase 18-month conversion health insurance. Concurrent pre-existing condition coverage with purchase of conversion health insurance.									
c. Veterans' Group Life Insurance									
16. FINANCES									
a. Financial Management									
b. Separation pay (VSI, SSB, Eligible Involuntary Separates Only)									
c. Unemployment compensation									
d. Other financial assistance (VA Loans, SBA Loans, and other government grants and loans)									
17. RESERVE AFFILIATION/PRIORITY									
18. DISABLED VETERANS BENEFITS									
a. Disabled Transition Assistance Program (DTAP)									
b. VA Disability Benefits									
<p>As a separating Service member, after receiving basic preseparation information and completing this checklist, you and your spouse (if applicable) are entitled to receive assistance in developing an ITP and counseling based on the areas of interest you have identified on the checklist. The preseparation checklist addresses a variety of transition services and benefits to which you may be entitled. Each individual is strongly encouraged to take advantage of the opportunity to develop an ITP. The purpose of an ITP is to identify educational, training and employment objectives and to develop a plan to achieve these objectives. It is the Military Department's responsibility to offer Service members the opportunity and assistance to develop an ITP. It is the Service member's responsibility to develop an ITP based on his/her specific objectives and the objectives of his or her spouse, if appropriate.</p>									
SECTION V - REMARKS									

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WHO THIS GUIDE IS FOR

This guide is

For members being separated or retired from the U. S. Coast Guard. There are two eligibility categories:

1. **"Eligible for Transition Benefits"** (qualifying separation Separation Program Designator (SPD) codes can be viewed in **Appendix G**.)
2. **"Without Transition Benefits"**.

Note: Retirees normally fall in the "Without Transition Benefits" category.

Go to Appendix A and select the column that fits your separation situation to determine programs and or services you are **eligible** for.

This booklet is for information only, and is not authority for action.

References

- (a) COMDINST 1900.1, PRESEPARATION COUNSELING
 - (b) COMDINST 1900.2, TRANSITION ASSISTANCE PROGRAM
-

How to use this guide

The information provided in this booklet is presented in the same order as the Preseparation Counseling Checklist (DD Form 2648) and is intended as an additional source of information for the user.

To determine eligibility for a particular item, check references (a) and (b), and review **Appendixes A & G**.

10. INDIVIDUAL TRANSITION PLAN (ITP)

Reference	Local Library
Contact	Command Representative
Definition	<p>An Individual Transition Plan (ITP) is a realistic plan, which assists you in your successful transition from a military workforce to the civilian world. You should develop this plan with realistic goals, which should be based on your abilities, skills, knowledge and previous experiences. Without a plan you quickly lose sight of where you are trying to go.</p>
Elements	<p>Identification of strengths, weaknesses, specific work experiences, education and training.</p> <p>Identification of employment barriers and action steps to respond to those barriers.</p> <p>Identification of responsibilities for employment barrier action steps.</p> <p>Establishment of goals and timeframes.</p>
Phase 1	<p>Self-Assessment: This phase involves gathering and analyzing necessary information to determine employability and identify needs.</p> <p>You should:</p> <ul style="list-style-type: none">• Participate in a Transition Assistance Program (TAP) seminar where possible or gather equivalent information. Call your servicing Work-Life Staff (Appendix F) for a seminar in your area.• List skills, abilities, experience, personal goals, values, work preferences, family situation, financial situation, and needs vs. wants. <p>Answer, for yourself the following questions:</p> <ul style="list-style-type: none">• What positions have you held?• What are your interests?<ul style="list-style-type: none">■ Full time/part time

Continued on next page

10. INDIVIDUAL TRANSITION PLAN (ITP), Continued

Phase 1, (continued)

- Location
 - Company size
 - Indoor/outdoor
 - Etc.
 - What are your needs and wants?
 - Family structure and obligations
 - Financial commitments
 - Personal resources
 - Hobbies/recreational activities, etc.
 - What subject matter and style of learning is preferred?
 - What are your personality traits and physical capabilities?
 - Introvert/extrovert
 - Assertive/passive
 - Honesty/loyalty
 - Adaptability/flexibility
 - Neatness/cleanliness/hygiene
 - What is important to you?
 - Prestige, recognition
 - Competition
 - Benefits/vacation
 - Variety/challenge
 - Salary
-

Phase 2

Exploration: In this phase, you begin identifying labor market information. Your local library and employment service can begin to give you information on your areas of interest. Steps in this phase include:

- If you haven't already, participate in a TAP seminar. (Call the nearest Work-Life Staff for seminar information in your area. See **Appendix F** for telephone numbers.)
- List types of jobs and career paths that appeal to you, you have the ability to perform and are located in a geographic area you might want to live.
- Research careers.
- Research companies.
- Research salaries and benefits.
- Identify what skills are required.

Target a range of related occupations. Measure the trade-off in relation to your self-assessment in Phase 1.

Continued on next page

10. INDIVIDUAL TRANSITION PLAN (ITP), Continued

Phase 3	<p>Skills Development: As you go through the exploration phase, you may become aware of other interests you might have but are not fully qualified for. This phase is where you make an assessment of what training or additional education you may need to pursue this career path, and whether you will have the time or inclination to complete it.</p> <p>Support services during this phase include:</p> <ul style="list-style-type: none">• Educational Assistance• Small Business Administration• Interest Inventories• Financial Planning• Disability Benefits• Relocation Assistance
Phase 4	<p>Trial Programs: Investigate the possibility of participating in internships, volunteer jobs, temporary services, or part time jobs that might interest you.</p>
Phase 5	<p>Job Search: Now that you have identified your job requirements, your next steps include:</p> <ul style="list-style-type: none">• Goal setting,• Resume preparation• Networking to develop leads, and• Mock interviews. <p>Try to attend job-hunting seminars, resume-writing workshops and interviewing technique classes.</p>
Phase 6	<p>Job Selection: Although it may be tempting, you don't have to take the first job that comes along. Consider what was important in Phase 1.</p>
Phase 7	<p>Support: Organizing your personal affairs in the final stage of your ITP and should be managed with the same care and diligence you devoted to your job search. Outprocessing, relocation, financial management, taking care of your family, and coping with stress are important issues which must be resolved before your transition will be complete</p>

11. EFFECTS OF CAREER CHANGE

Reference HRSICINST 1800.5B, Your Guide To Retirement

Contact

- ISC Work-Life Staff (See **Appendix F** for toll free number to WLS nearest your location)
- Employee Assistance Program (1-800-222-0364)
- Chaplain's Office
- Local Support Groups

Introduction Changing your career may be an extremely stressful process. Some of the symptoms of the stress of career change are:

- Depression
- Insomnia
- Fatigue
- Mood Swings
- Burst of anger
- Excessive drinking or smoking
- Gambling
- Marital problems

In this section, some of the causes of stress will be explored along with a recommended coping strategy for each.

Change in financial state

Unless you go right into a new career upon retirement from the Coast Guard, you are going to experience a reduction in your income of approximately 2/3 of your active duty take home pay. The need to make your money last as long as possible, plus the uncertainty of not knowing when your income will increase again, can add up to a lot of stress. This situation is particularly difficult for people who are in the habit of buying things as a reaction to stress, because this form of stress release is no longer an option for you.

If you are unemployed you need to draw up a budget that will be different from your normal budget. The goal is to make your cash and savings go as far as possible. Be sure to pay bills such as your mortgage, rent, utilities & phone (It's difficult to get a job without a phone number or address). If your predicament is particularly bad, consider writing to all of your creditors and tell them of your circumstances. They may be willing to accept reduced payments to help you through this temporary situation. Your local Consumer Credit Counseling agency will assist you with setting up a budget and contacting your creditors.

Continued on next page

11. EFFECTS OF CAREER CHANGE, Continued

Family arguments or problems

The uncertainties of job search are as hard on your family as they are on you. When everyone is tense, arguments and problems can be difficult to avoid. Minor problems are often blown out of proportion. Family problems that are long-term or ongoing may suddenly seem too much to bear. Under stress you or your family members may say or do things that are regretted later.

Keep your family involved. Your family has a large stake in your transition. They are experiencing many of the same feelings, worries, and uncertainties that you are experiencing. Do not keep your plans to yourself; keep your family involved in the process. Let them in on your plans and ask for their input throughout the process. It's their life, too.

The unknown

You have gone from something that you know and can almost predict from day to day (the military), to something that is completely unknown to you or something you may not have done for quite sometime (looking for a job).

Get going. It is your transition; no one can do it for you. Put your situation in perspective and get on with your life. After all, you are not the first person to go through transition and you will not be the last. You'll do okay, too.

Sell yourself. You have a great product - You! So sell yourself. Now is not the time to be modest about your accomplishments. No one will come looking for you unless they know you are available. Once you let them know, you will find many people who will help you.

The only way to reduce the fear of job hunting is to learn all you can about the job hunting process. Your Career Development Advisor or Public Library will have many good books on job hunting. Learn to write up your resume, techniques for good interview, how to do informational interviewing, etc. It's important to accept that you will be working just as hard to find a job as you will work at the job you find. Expect to put in eight hours a day, five days a week.

Change in your identity

You have worked hard to become "Petty Officer Jones" or "Captain Smith". When asked what you do, you have often replied, "I'm in the Coast Guard," and everybody around you knew what you meant. Now you must start over as a civilian. Now you are just plain Bob or Alice.

Some people find their new identities easily. Others may feel that they will never find them. Transition is traumatic and stressful but it also opens up a whole range of possibilities. If you approach your transition as an opportunity to grow, you will have already taken a giant step toward re-establishing your identity.

Continued on next page

11. EFFECTS OF CAREER CHANGE, Continued

Illness

Stress makes you more susceptible to illness. Being sick when you are trying to look for a job drains your energy and may put an additional strain on your finances

No one can take care of your health except you. If you think that you do not have time to take care of your health, think how little time you will have once you become sick.

12. EMPLOYMENT ASSISTANCE

Description

Separating service members have several sources of employment assistance available to them. Some of the resources include:

- Transition Assistance Program Seminars
 - Transition Bulletin Board (TBB)
 - Teacher and Teacher's Aide Placement and Certification Program
 - Federal Employment Opportunities
 - State Employment Offices/Interstate Job Bank
-

a) Transition Assistance Program (TAP) Seminars

Sponsored by the Department of Labor, Veterans Affairs, Defense (DoD) and the Coast Guard, these seminars provide information and guidance to assist in: determining goals, identifying employment and training opportunities, resume writing, accessing the hidden job market, interviewing and many other skills necessary for a successful job search.

If interested in attending a seminar, contact your Work-Life Staff nearest your location. See **Appendix F**.

b) DD Form 2586

The Coast Guard **cannot** currently provide you with the DD Form 2586 listed as item 12. b on the checklist. You are encouraged to submit either a DD Form 295, or complete the Coast Guard Institute's Military Training and Education Credit Documentation Service form (CGI Form 1560/04d). Both forms are included in **Appendix C**. Also see item 14, c.

c) DORS/PACS

The Defense Outplacement Referral System (DORS) has been discontinued. The Public and Community Service (PACS) Registry has been moved to <http://www.dmdc.osd.mil/ot/>. Go to the "Log in to Operation Transition" link.

d) Transition Bulletin Board (TBB)

TBB is a DoD sponsored computerized job listing of both public and private employment opportunities. TBB also includes information on job fairs, career workshops, support services, educational and training opportunities, as well as information on franchises and starting a business.

If interested is accessing TBB go to: <http://www.dmdc.osd.mil/ot/>

e) Teacher and Teacher's Aide Opportunities

The primary goal of this program is to improve the quality of American education by assisting military personnel who have been impacted by the drawdown to begin a second career as a teacher or teachers' aide.

The program will assist you in obtaining alternative certification and placement in schools with a high concentration of students from low-income families.

Continued on next page

12. EMPLOYMENT ASSISTANCE, Continued

e) Teacher and Teacher's Aide Opportunities, (continued)

The Defense Activity for Non-traditional Education Support (DANTES) administers the program for the Coast Guard.

Eligibility requirements:

- Minimum of 6 years active duty immediately prior to discharge.
- Discharge under honorable conditions.
- Must apply not later than one year after separation.

Education Requirements:

- Teacher: A Baccalaureate Degree
- Teacher's Aide: An Associate Degree
- If you are not educationally qualified at the time of separation, you have five years to achieve educational requirement and make your application.

Note: Contact Troops to Teachers State representative for more information as program requirements vary from State to State.

For additional information call 1-800-452-6616 or go to <http://www.voled.doded.mil/dantes/ttt/index.htm>

f) Federal Employment Opportunities

Opportunities for employment within the U. S. Government are available in all parts of the nation as well as overseas.

Veterans Readjustment Appointment (VRA): If you are a Vietnam or post-Vietnam era veteran, VRA is a program that gives special employment opportunities and job training to veterans who were honorably discharged and served more than 180 days on active duty. Contact the personnel office at the federal agency where you would like to work for information about specific VRA job opportunities. <http://www.opm.gov>

Administrative Careers with America (ACWA): This examination program offers you the opportunity to compete for a variety of professional and administrative positions at grades GS-5 through GS-7. When you pass the examination, your name will be placed on OPM's register for employment consideration at federal agencies where vacancies occur. To apply for an application for the test, call 202-606-2700, message code 280. For further information, write to:

OPM Federal Job Information Center
1900 E Street, NW
Washington DC 20415
or go to <http://www.usajobs.opm.gov/a.htm>

Continued on next page

12. EMPLOYMENT ASSISTANCE, Continued

**g) Hiring
Preference in
Non-
Appropriated
Fund (NAF)
jobs**

This is a local hiring issue based on qualifications. Contact your Transition and Relocation Manager for further information.

**h) State
Employment
Agencies/
America's Job
Bank**

Veterans receive special consideration and priority for referral, testing and counseling from state employment offices. The locations of state employment offices can be found in local telephone directories

Veterans' Employment Assistance has at least one office in every state. In addition, there are Veterans Employment Representatives in the local employment offices. They will assist in any employment problem you may have.

America's Job Bank: Available at the nearest state employment office or at <http://www.ajb.dni.us/>
DOD Job Search: http://dod.jobsearch.org/html/seeker_home.html

13. RELOCATION ASSISTANCE

a. PERMISSIVE (TAD) and EXCESS LEAVE

Reference	COMDTINST 1900.2, Transition Assistance Program
Contact	Unit admin office or servicing PERSRU
Description	<p>As an Involuntary Separation (IVS) member, you may receive:</p> <ul style="list-style-type: none">• either excess leave for a period not to exceed 30 days or• permissive temporary duty for a period not to exceed 10 days to facilitate your relocation activities (such as job search and residence search). <p>Notes:</p> <ul style="list-style-type: none">■ Leave/TAD is to be provided unless to do so would interfere with significant military missions.■ Excess leave will be granted only after you use all regular leave that will be earned through the date of separation.■ You are not required to return to your permanent duty station or separation processing point upon completion of the excess leave or permissive TAD.■ All cost associated with excess leave and permissive TAD is at your expense.■ Enlisted members are entitled to SEPRATS (T) while on permissive TAD.
Caution	If you take excess leave, you are not entitled to pay and allowances, annual leave does not accrue, and if injured, you are not eligible for disability retirement or disability severance pay.
How to request	Submit a written request to your Commanding Officer.

13. RELOCATION ASSISTANCE

b. TRAVEL ALLOWANCES

Reference	Joint Federal Travel Regulations (JFTR), Chapter 5
Contact	Unit admin office or servicing PERSRU
Purpose	<ul style="list-style-type: none">• Pays travel expenses from last duty station to home of record or place from which called or ordered to active duty.• Payable toward travel of member/dependents.
When payable	<ul style="list-style-type: none">• Authorized ONLY if travel is actually performed outside the designated commuting area of the current duty station.• Payable upon discharge or release from active duty.
Deadlines	You have 180 days to complete travel. Extensions may be requested from COMDT (G-PMP-2)
Entitlements	<p>Flat Rate Per Diem in POV:</p> <p>Authorized for each allowable day of travel time: 350 miles official distance = 1 day authorized travel time. If final day of travel exceeds 51 miles, member gets an additional travel day.</p> <ul style="list-style-type: none">• \$50 per day for member.• \$50 per day for spouse NOT traveling at same time as member, i. e. separate POV at different time than member.• \$37.50 per day for spouse traveling at SAME time as member.• \$37.50 per day for each dependent child between the ages of 12 and 21.• \$25.00 per day for each dependent child under the age of 12
MALT rates	<p>Mileage Allowance in Lieu of Transportation:</p> <p>MALT Plus is based on the number of authorized travelers in the vehicle.</p> <p>Note: Check with your Transportation Officer about the authorization for a 2nd vehicle within the Continental United States.</p>

Continued on next page

13. RELOCATION ASSISTANCE

b. TRAVEL ALLOWANCES, Continued

MALT rates, (continued)

- 15 cents per mile for 1 authorized traveler.
- 17 cents per mile for 2 authorized travelers.
- 19 cents per mile for 3 authorized travelers.
- 20 cents per mile for 4 or more authorized travelers.

Note: A second vehicle may be authorized for CONUS PCS moves. Check with the Transportation Office.

Travel Claims

File with nearest travel office within 3 days of completing travel.

If you take an advance you must file your claim with the Travel Office that gave you the advance.

13. RELOCATION ASSISTANCE

b. SHIPMENT OF HOUSEHOLD GOODS (HHG)

Reference	JFTR, Chapter 5 Joint Federal Travel Regulations
Contact	ISC Transportation Officer
Shipment	<p>HHG's of members retiring may be shipped from any of 4 locations:</p> <ul style="list-style-type: none">• Last duty station• A previous duty station• A designated place• Non-temporary storage <p>HHG's of members separating may shipped from:</p> <ul style="list-style-type: none">• Non-temporary storage, and• Last duty station
Deadline	You have 180 days from separation to ship HHG's to either your home of record or place from which called or ordered to active duty, or to designated place not to exceed the cost of home of record or place of entry.
Definitions	<p>DESIGNATED PLACE: a place where a members' HHG's were transported to at Government expense (i.e. transported from overseas to a CONUS port of entry).</p> <p>PLACE FROM WHICH CALLED OR ORDERED TO ACTIVE DUTY: In some cases this will be the home of record. In other cases it may be the city where the Military Entrance Processing Station (MEPS) or recruiting office is located.</p>
Entitlements	<p>NON-TEMP STORAGE: Long-term storage of up to 180 days. Entitlement begins when orders are issued and expires 180 days after separation.</p> <p>TEMPORARY STORAGE: Short-term storage of HHG's not previously placed in non-temp storage. Limited to 90 days storage in connection with a shipment (storage in transit).</p>
Extensions	<p>NON-TEMP STORAGE: Extensions beyond 180 days may be approved by G-WPM-4, with the member bearing the cost for such additional storage. Extensions will be limited to an additional 180 days.</p>

Continued on next page

13. RELOCATION ASSISTANCE

b. SHIPMENT OF HOUSEHOLD GOODS (HHG), Continued

**Extensions,
(continued)**

TEMPORARY STORAGE: Can be extended 90 days if approved by the Transportation Officer (TO).

Extensions for the purpose of shipping HHG's must be requested separately from extensions for storage of HHG's.

**Do It Yourself
(DITY) moves**

You **MUST** talk personally with a TO authorized to approve DITY moves. "Authorized" TO's are normally found at ISC, Headquarters commands and other large units.

13. RELOCATION ASSISTANCE

b. STORAGE OF HOUSEHOLD GOODS

Reference

- COMDTINST 1900.2, Transition Assistance Program
 - JFTR, Volume 1, Paragraph U5365
-

Contact

- Unit admin office
 - Personal Property Transportation Officer
-

Definition

You may receive non-temporary storage of baggage and HHG for a period not longer than 1 year.

How to request

Notify your Personal Property Transportation Officer, and provide evidence of eligibility

Forms and processing are the same as for voluntary separatees.

13. RELOCATION ASSISTANCE

c. MILITARY FAMILY HOUSING EXTENSION

Reference	<ul style="list-style-type: none">• COMDTINST 1900.2, Transition Assistance Program• COMDTINST M11101.13C, Housing Manual
Contact	<ul style="list-style-type: none">• Unit admin office• Area Housing Officer (AHO)
Description	<ul style="list-style-type: none">• Space permitting, you and your dependents may remain in military owned family housing for a period not to exceed 180 days after separation.• A rental fee equivalent to Basic Allowance for Housing (BAH) for the former permanent paygrade will be charged at the beginning of each month of occupancy.• AHO's shall ensure active duty personnel are not placed on a waiting list as a result of this policy or otherwise negatively affected, when authorizing IVS members and their dependents to remain in quarters.
How to request	<p>Submit a written request to your AHO 45 days prior to our date of separation stating:</p> <ul style="list-style-type: none">• You are being involuntarily separated and entitled to transition benefits,• You desire to remain in military housing,• The length of time you desire to remain in housing after separation,• If a financial hardship exists, a request for waiving all or a portion of the rental fee; and• Evidence of eligibility.

13. RELOCATION ASSISTANCE

d. COMMISSARY AND EXCHANGE BENEFITS

Reference	COMDTINST 1900.2, Transition Assistance Program
Who is eligible	Personnel being involuntarily separated with a qualifying Separation Program Designator (SPD) code. In addition, the Coast Guard Personnel Command message directing discharge will indicate if "Transition Benefits" are authorized.
Contact	Unit admin office or servicing PERSRU
Definition	You and your dependents retain commissary and exchange privileges for a period of 2 years after separation. Your TA ID cards will allow access to these facilities. The cards will be marked with the dates you are eligible for the benefits.

13. RELOCATION ASSISTANCE

e. DoDEA (formerly called DoDDS) EXTENSION

Reference	COMDTINST 1900.2, Transition Assistance Program
Contact	Unit admin officer
Definition	<p>If you have dependents enrolled in a school of the defense dependents education system or a school for which tuition is provided by DOD, you may enroll or continue the enrollment of that dependent in the same manner as if you were still on active duty, provided your dependent has finished the 11th grade on or before the date of the member's separation.</p>
How to request	<p>To receive this benefit, you must present the following items to the local Department of Defense Education Activity (DoDEA formerly called DoDDS) registrar:</p> <ul style="list-style-type: none">• Transition Assistance ID card or a letter from the CO stating that the member will be, or has been, separated involuntarily between 1 October and 30 September 1999 plus a two year extension of the law. Website http://www.dodea.osd.mil• Evidence that your dependent child completed 11th grade on or before your date of separation (i.e., the dependent's final grade report for the junior year).• Evidence that your dependent was authorized space-required or space available tuition-free status during the junior year (i.e., the orders you used to enroll your dependent in the junior year).

14. EDUCATION/TRAINING

a. MONTGOMERY GI BILL (Active Duty)

Reference	COMDTINST 1760.9, Montgomery GI Bill (MGIB) - Active Duty Education Assistance Program
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Contact	<ul style="list-style-type: none">• Unit admin office• Integrated Support Command Force Optimization & Training Branch• Regional VA Office• Veterans Representative of local college/school• GI Bill Hotline at 1-888-GIBILL1
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Benefit Description	The Montgomery GI Bill - Active Duty (Chapter 30 of Title 38) program provides up to 36 months of full-time education benefits. These education benefits may be used for degree and certificate programs, apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances.
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Eligibility	Members who first entered active duty after June 30, 1985 , and had their military pay reduced by \$1200. This amount is <u>non-refundable</u> .
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A member must have met the requirements for a high school diploma or equivalency certificate prior to separation or discharge from their first enlistment.

Service Requirements	Must serve a minimum:
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- 20 months of an enlistment of less than 3 years.
- 30 months of an enlistment of 3 years or more.

An Honorable Discharge is **mandatory** to utilize this educational benefit.

Under certain circumstances, an early discharge or release from active duty may permit you to be eligible for MGIB benefits. Members who have service less than 30 months active duty may be entitled to 1 month of benefits for each month served on active duty in the event of a:

- Disability discharge
 - Hardship discharge
 - Reduction in Force
-

Continued on next page

14. EDUCATION/TRAINING

a. MONTGOMERY GI BILL (Active Duty), Continued

**Service Requirements,
(continued)**

- Non-disability medical condition
 - Convenience of the Government discharge
-

Entitlement

Monthly monetary entitlement is proportional to the number of semester hours you take (i.e. half-time attendance equals receipt of half of one months benefit amount).

The monthly entitlement is based on the amount of time served and the period of time during which the time was served.

The maximum benefit is 36 months of full time schooling.

Benefits are not transferable to other family members.

Benefits are only paid for programs, which have been approved for veterans training.

Go to <http://www.gibill.va.gov/education/benefits.htm> for more information on the monthly entitlement.

General Notes

- MGIB eligibility is determined by the date a member first entered active duty.
 - Benefits must be used within 10 years and one day from the date of final separation from the service.
-

How to apply

Apply directly to the regional VA office. The following documentation is required:

- VA Form 22-1990, Veterans Application for Education Benefits, and
 - Your DD Form 214, copy 4.
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14. EDUCATION/TRAINING

a. MONTGOMERY GI BILL (Conversion)

Reference	COMDTINST 1900.2, Transition Assistance Program
Contact	Unit admin office
Discussion	MGIB eligible personnel involuntarily separated (IVS) from active duty who elected not to participate in the MGIB program upon entry on active duty, Veterans Educational Assistance Program (VEAP) eligible personnel IVS from active duty, and personnel who graduated from a Military Academy or completed a Government funded ROTC scholarship, after 31 December 1976, who are IVS may be afforded the opportunity to enroll in the MGIB program prior to their separation date.
Eligibility	<ul style="list-style-type: none">• IVS from Active Duty, eligible for Chapter 58 benefits.• Have High School diploma or equivalent or completed the equivalent of 12 semester hours in a program of education leading to a standard college degree prior to IVS date.• Receive an Honorable Discharge• Make a cash contribution of \$1,200.00 prior to separation date.
Entitlements	Entitlements are the same as for the original MGIB participants.
General Notes	<p>Personnel enrolled in VEAP must request refund of monies directly from the Department of Veterans Affairs (DVA). These funds cannot be used to offset the members \$1,200.00 cash contribution prior to separation.</p> <p>MGIB benefits will be reduced by the months of VEAP benefits used. Maximum education benefit is 36 months of full-time schooling.</p>
How to enroll	<p>IVS members eligible for enrollment in the MGIB must contribute \$1,200.00 prior to their date of separation</p> <p>This contribution may be made by personal check, money order, or certified check sent (return receipt requested) to:</p> <p style="text-align: center;">Command Officer (DC) CG Pay and Personnel Center 444 SE Quincy Street Topeka, Kansas 66683-3691</p> <p>You may also make a lump sum payment with your MasterCard or Visa. Call (913) 295-2912/3/4 and provide your account number and expiration date. To expedite processing, provide evidence of eligibility with your contribution.</p>

14. EDUCATION/TRAINING

a. Veteran's Educational Assistance Program (VEAP)

Reference	COMDINST 1500.1B, Training and Education Manual
Contact	<ul style="list-style-type: none">• ISC Force Optimization & Training• Regional VA Office, or• http://www.gibill.va.gov/education/c32pam.htm
Benefit Description	VEAP, Chapter 32 of Title 38, provides for educational assistance to those who initially entered into the armed forces between 1 January 1977 and 30 June 1985 . Eligibility for assistance is contingent upon your participation in contributory educational fund. Benefits may be used for degree, non-degree, correspondence, apprenticeship/on-the-job training programs, and vocational flight training programs. In certain circumstances, remedial, deficiency and refresher training may also be available.
Eligibility	<p>Members who first entered active duty between 1 January 1977 and 30 June 1985, and elected to participate.</p> <p>Contributions could have been made by monthly deductions or by a lump sum payment.</p> <p>You must be discharged or released from active duty under conditions other than dishonorable, and have served on active duty for more that 180 days.</p>
Entitlement	<p>The duration and amount of benefits is directly related to your contribution schedule.</p> <p>The VA will match contribution 2 to 1, for a maximum benefit of \$8,100.</p> <p>The maximum benefit is 36 months full time schooling. The amount of the monthly entitlement is:</p> $\frac{(\$ \$ \text{ contributed} \times 3)}{\text{number of months contributed (NTE 36)}}$

Continued on next page

14. EDUCATION/TRAINING

a. Veteran's Educational Assistance Program (VEAP),

Continued

General Notes	You have 10 years and one day from your date of final separation from active duty to use VEAP benefits. If there is entitlement not used after the 10-year period, your portion remaining in the fund will be automatically refunded.
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How to Apply	Apply directly to the regional VA office. The following documentation is required:
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- VA Form 22 -1990, Veterans Application for Education Benefits, or
 - VA Form 4-5281, Application for Refund of Educational Contributions, and
 - Your DD Form 214, copy 4
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14. EDUCATION/TRAINING

b. JOB TRAINING PARTNERSHIP ACT (JTPA) - Now called the Veteran's Workforce Investment Program (VWIP)

Contact	State Employment Office
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Definition	JTPA (Public Law 97-300 of 1982) permanently authorizes job-training programs for economically disadvantaged individuals and others that face serious barriers to employment. Title IV-C specifically and exclusively targets veterans.
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States have the administrative and program responsibility for training programs under this act.

Elements	Program services include:
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- Job counseling and assessment of participants' skills and interests;
 - Training, both basic skills and job skills; and
 - Work experience, short-term subsidized jobs, primarily for new entrants to the work force or for those people who required assistance in developing good work habits and basic work skills.
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Eligibility	Participant eligibility under Title IV-C:
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- Service connected disabled veteran,
- Veterans of the Vietnam era, or
- Veterans who are recently separated from military service (i.e., any veteran who first applies for participation in an IV-C funded activity within 48 months after separation from military service.

The term veteran is defined as:

- Served on active duty for more than 180 days and received an other than dishonorable discharge, or
 - Was discharged or released from active duty because of a service connected disability.
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How to apply	You are encouraged to check your eligibility before you separate from active duty. Contact the Disabled Veterans Outreach Program or Local Veterans Employment Representative at your State employment office.
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Continued on ne Now called the Veteran's Workforce Investment Program (VWIP),
Continued

How to apply,
(continued)

To speed the process, bring your ITP to your initial meeting. You will also want to have available:

- Your DD Form 214, copy four,
- A photo ID,
- Your Social Security Card, and
- Your civilian and military job history or resume.

Eligibility is decided on a case-by-case basis.

14. EDUCATION/TRAINING

c. ADDITIONAL EDUCATION or TRAINING OPTIONS

COAST GUARD INSTITUTE - Military Training and Experience Documentation

Reference	Coast Guard Institute Website - http://www.uscg.mil/hq/cgi/
Contact	<ul style="list-style-type: none">• ISC Force Optimization and Training• http://www.uscg.mil/hq/cgi/index.htm
Benefit Description	The staff at the Academic Development Division of the Coast Guard Institute has developed a new Registered Coast Guard Transcript. This transcript provides a clear listing of the college credit earned in conjunction with the members' military training and experience.
Accreditation	The new USCG Registered Transcript has received approval as official documentation that can be issued in lieu of the DD Form 295 from the American Council on Education and the Accrediting Commission of the Distance Education and Training Council.
Transcript Contents	In addition to military course listings, college courses completed through local colleges, independent study courses, and/or college level examinations may be listed on the individual's Coast Guard Transcript.
How to Apply	<p>If you have not completed at least one year (30 semester hours) of college credit, contact your Educational Services Office and complete a DD Form 295, found in Appendix C.</p> <p>If you have completed at least one year of college credit, complete the Military Training and Education Documentation Service Questionnaire (CGI Form 1560/04d). This will require assistance from your PERSRU/FOT.</p> <p>Submit the completed form to the Institute, Code (AD) with copies of college transcripts and/or college-level examination score reports (if applicable) for processing.</p> <p>Omitting information, using abbreviations or acronyms, or failing to provide supporting documentation may delay the processing of the application.</p>
Tips	<ul style="list-style-type: none">• This must be completed PRIOR to your separation from the service.• It is highly recommended that you retain certified true copies for submission to colleges and prospective employers.

15. HEALTH AND LIFE INSURANCE

a. 60-DAY or 120-DAY EXTENDED MILITARY AND LIMITED DENTAL BENEFITS

Reference	COMDINST 1900.2, Transition Assistance Program
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Contact	PERSRU
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Eligibility	<ol style="list-style-type: none">1. 60-day or 120-day extended military medical and limited dental benefits are provided for members separating with an SPD code (Appendix G) that confers transition benefits.<ol style="list-style-type: none">(a) Members who have served fewer than six years are entitled to 60 days of transitional health care.(b) Members with six years or more are entitled to 120 days of transitional health care.2. Members and their dependents are authorized the use of military treatment facilities or a TRICARE provider during this transitional period. Transitional health care starts on the member's date of separation and is provided on the same priority as dependents of active duty personnel.
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15. HEALTH AND LIFE INSURANCE

b. CONTINUED HEALTH CARE BENEFIT PROGRAM - CHCBP

Reference	COMDTINST 1760.7B, Continued Health Care Benefit Program
Contact	<ul style="list-style-type: none">• Health Benefits Advisor• CHCBP Administrator 1-800-809-6119
Discussion	<p>The National Defense Authorization Act for Fiscal Year 1993 directed the implementation of a temporary, premium based, health benefit program. This program is called CHCBP, which mirrors the medical benefits offered through standard CHAMPUS. This program covers pre-existing medical conditions, including pregnancy.</p>
Eligibility	<ul style="list-style-type: none">• Former service members who are released from active duty under other than adverse conditions and their families. Eligibility is for up to 18 months after enrollment;• Unmarried, emancipated children of service families who no longer meet the requirements for being considered an unmarried dependent child of a military sponsor. Eligibility is for up to 36 months of benefits.• Unremarried former military spouses. For the purposes of CHCBP, there is no length-of-time requirement for the marriage. These former spouses of uniformed service sponsors are in a separate category from the former military spouses who have qualified to keep their CHAMPUS benefits after a divorce or annulment. Eligibility is for up to 36 months of health care benefits.
Additional Information	<p>Eligible persons have 60 days after their loss of military health care benefits to enroll in CHCBP.</p> <p>Coverage is available for 90 days at a time (up to the limits described earlier for each category of eligible person).</p> <p>CHCPB does not include benefits under the Program for Persons with Disabilities.</p> <p>Co-payments, deductible, and catastrophic caps will be the same as the current beneficiary group.</p>

Continued on next page

15. HEALTH AND LIFE INSURANCE

b. CONTINUED HEALTH CARE BENEFIT PROGRAM - CHCBP, Continued

**Additional
Information,
(continued)**

Enrollees are not eligible for care in military facilities or to enroll into military managed care programs. Since all medical care is in the civilian sector, there is no need to obtain a nonavailability statement.

How to enroll

Request enrollment information by sending a letter to:

CHCBP Administrator
PO Box 1608
Rockville, MD 20849-6119

15. HEALTH AND LIFE INSURANCE

c. Veterans Group Life Insurance (VGLI)

Description	The VGLI program is a conversion of SGLI to a renewable policy with reasonable rates. You may retain the VGLI policy throughout your lifetime, or convert the insurance to an individual commercial life insurance policy with any one of over 300 participating insurance companies.
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|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Entitlement | <ul style="list-style-type: none">• Five-year renewable term life insurance.• Purchased in \$10,000 increments not to exceed level of SGLI carried at time of separation.• Application with first payment must be received within 120 days of separation.• May apply up to 1 year after separation with evidence of good health (insurability).• <u>Not</u> available to retired Reservists. |
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General	Submit your application, VA Form 29-8714, Application for VGLI to:
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Office of Servicemen's Group Life Insurance
213 Washington Street
Newark, NJ 07102
1-800-419-1473

For further information, contact the VA Insurance Center at:
1-800-669-8477

Death Payments	The payments of your VGLI policy may be paid in a lump sum or over a 36-month period, depending upon which settlement option you select for your beneficiary.
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Any beneficiary may be named. In the event that none is selected, the insurance will be distributed, by law, in the following order:

1. Spouse children,
 2. parents,
 3. executor of estate, or
 4. other next of kin
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Continued on next page

15. HEALTH AND LIFE INSURANCE

c. Veterans Group Life Insurance (VGLI), Continued

Monthly Cost of VGLI Insurance

Age	\$200,000	\$150,000	\$100,000	\$50,000	\$10,000
Through 29	16.00	12.00	8.00	4.00	.80
30 to 34	24.00	18.00	12.00	6.00	1.20
35 to 39	32.00	24.00	16.00	8.00	1.60
40 to 44	48.00	36.00	24.00	12.00	2.40
45 to 49	84.00	63.00	42.00	21.00	4.20
50 to 54	130.00	97.50	65.00	32.50	6.50
55 to 59	176.00	132.00	88.00	44.00	8.80
60 to 64	225.00	168.75	112.50	56.25	11.25
65 to 69	300.00	225.00	150.00	75.00	15.00
70 to 74	450.00	337.50	225.00	112.50	22.50
75 and over	900.00	675.00	450.00	225.00	45.00

Source: Veterans Benefits Administration Handbook

These rates were reviewed and updated August 18, 2000 and can be viewed at

http://www.insurance.va.gov/sglivgli/handbook.htm#app_c

Note: It is advisable to do some comparison shopping when purchasing life insurance. A source you may wish to check out is Navy Mutual Aid Association.

You can reach them at **1-800-628-6011**

16. FINANCES

a. FINANCIAL MANAGEMENT

Reference	Local Library
Contact	ISC Employee Assistance Program Coordinator. ISC telephone numbers listed in Appendix F .
Definition	Financial assistance includes, but is not limited to, counseling on financial management, unemployment compensation, VA loans, other Government grants and loans, and recoupment of separation pay for retired pay or disability compensation.
Action	<p>Careful financial planning is the key to successful management of a limited income. The earlier you look at your financial needs, the more time you have to lessen the impact.</p> <p>Assistance is available. If you are having financial problems now or think you may have them in the future, call EAP for a referral to local financial counselor.</p>
Social Security	<p>Transition is a good time to ensure your Social Security account has been properly posted. To check your balance, use form SSA-7004-SM.</p> <p>Information on Social Security benefits is available from any local Social Security office, or by calling 1-800-772-1213 or go to their Website at http://www.ssa.gov</p>

16. FINANCES

b. SEPARATION PAY

Reference	COMDTINST 1910.1(series), Eligibility of Regular and Reserve Enlisted Personnel for Separation Pay
Contact	Unit admin personnel or servicing PERSRU
Definition	<p>As an IVS member, you may be eligible for separation pay, either full or half pay.</p> <p>Limitations on eligibility, as defined in COMDTINST 1910.1(series), apply</p> <p>The information below only applies to enlisted members. Inquires concerning officer separation pay * should be directed to MPC (opm-1).</p> <p>* or severance pay</p>
Full Separation Pay	<p>You must meet each of the following:</p> <ul style="list-style-type: none">• Complete 6 years but less than 20 years active service immediately before separation date.• Receive an Honorable separation.• Be involuntarily separated because of one of the following:<ol style="list-style-type: none">1. You are fully qualified, but not recommended for retention, or2. You are fully qualified for retention, but are being involuntarily separated due to a Reduction In Force.• You agree to serve in Ready Reserve at least 3 years following separation.
How much?	<p>FULL PAYMENT = 10% of total of 12 times current monthly basic pay times year of active service.</p> <p>$(12 \times \text{BP} \times \text{ACDU}) \times 10\% = \text{separation pay}$</p> <p>For example: If BP = \$1500, and YRS ACUDU = 10, then;</p> <p>$(12 \times \\$1500 = 18,000) \times 10 = 180,000 \times 10\% = \\$18,000$ full separation pay.</p>

16. FINANCES

b. FINAL PAY

Reference	HR SICINST M1000.2, Personnel and Pay Procedures Manual (3PM)
Contact	<ul style="list-style-type: none">• Unit admin personnel or servicing PERSRU• http://www.uscg.mil/hq/hrsic/frequent.htm
Separation Types	<p>Immediate - must be processed in less than 15 days.</p> <p>Priority - must be processed in 15 - 30 days.</p> <p>Routine - can be processed in 30 or more days.</p>
Initial Separation Payment	<p>Immediate and Priority = cash payment of 55% of projected final pay plus 100% of any separation/severance pay (check)</p> <p>Routine = 75% of projected final pay plus 100% of any separation/severance pay. Both will be paid by check mailed to your shore unit, direct deposit or PERSRU if assigned to a ship.</p>
Calculation	Separation payment is calculated by taking the number of days remaining from the last regular pay day plus all allowances per day minus federal and state taxes and FICA.
Final Payment	<p>HR SIC will mail final LES and any remaining pay to your home address 45 days after separation.</p> <p>HR SIC will mail an IRS Form W-2 NLT 31 Jan of the year following separation.</p> <p>Visit: http://www.uscg.mil/hq/hrsic/frequent.htm for further information.</p>

16. FINANCES

c. UNEMPLOYMENT COMPENSATION

Contact

- State Employment Office
 - <http://www.tax.gov/states.htm>
-

Discussion

Service members separating from active duty may qualify for unemployment compensation when they are unable to find a job.

Eligibility

Benefits vary from state to state. The office where you apply will be able to tell you the amount of your entitlement and the length of time during which you will receive it.

Retirees usually are unable to qualify due to retainer check.

How to apply

You must apply for this benefit shortly after separation. To speed the process, have the following information available:

- Your DD Form 214, copy four,
- A photo ID,
- Your Social Security Card, and
- Your civilian and military job history or resume.

Eligibility is decided on a case-by-case basis.

16. FINANCES

d. OTHER FINANCIAL ASSISTANCE - VA HOME LOAN GUARANTY PROGRAM

**Benefit
Description**

Guaranteed VA loans are available for purchasing, refinancing, constructing, repairing, or improving a home. VA will assist you in obtaining a mortgage to purchase a house, condominium or manufactured home. The amount of available entitlement depends on the loan purpose and amount. No loan may exceed the reasonable value of the property.

**Loan Financing
and Closing
Costs**

You must obtain a Certificate of Eligibility from a VA regional office as a first step in the loan process.

You must make arrangements to obtain loan financing through a private lender. VA does not select or recommend specific lenders, financial institutions or Realtors. Real estate brokers will usually assist you in finding a lender. You may obtain a loan with a fixed or variable interest rate and the rate may be negotiated with the lender.

At the time of settlement, cash payments are required for certain loan closing costs, such as title search and recording, hazard insurance premiums, and prepaid taxes, and an origination fee may be required by lenders instead of certain other costs.

**Down Payment
and Fees**

Generally, a down payment is not required. However, the VA may require a down payment to obtain a loan for manufactured home or lot loan, to obtain a loan with graduated payment features, or to prevent the amount of a loan from exceeding VA's determination of the reasonable value of the property.

If the lender charges discount points on the loan, you may negotiate with the seller as to who will pay the points. Points paid by you may not be included in the loan. A one-time "funding fee" must be paid to VA, except for loans made to certain disabled veterans and unremarried surviving spouses of veterans who died as a result of a service-connected disability(ies). The funding fee is based on the loan amount and, at the lender's discretion, may be included in the loan financing.

Eligibility

The VA Loan Guaranty program is available to **veterans**, active duty military and certain reservists and National Guard personnel, and certain unmarried

Continued on next page

16. FINANCES

d. OTHER FINANCIAL ASSISTANCE - VA HOME LOAN GUARANTY PROGRAM, Continued

Eligibility, (continued)

surviving spouses. Your eligibility will be based on when you entered service, the length you served and the character of your separation.

All veterans must have been discharged under other than dishonorable conditions. The length of service requirement varies depending on when you entered the service. For example, the law generally requires that enlisted personnel who entered active duty after September 8, 1980, complete 24 months of continuous active duty or the full period ordered to active duty - at least 181 days - to be eligible for this benefit. The eligibility requirements are different for persons who entered active duty prior to that date.

If you served during a wartime period, regardless of when you entered into active duty, you only need 90 days of service to qualify for this benefit. There is no minimum length requirement if you were discharged because of a service-connected disability.

Spouses Eligibility for Home Loans

Loan guaranty benefits are available to the spouse of any member of the Armed Forces serving on active duty and listed as missing-in-action, or detained as a prisoner of war for at least 90 days. Unmarried surviving spouses of veterans who died as a result of service-connected disabilities may have entitlement to the loan guaranty benefit. VA Form 261817, application for Determination of Basic Eligibility Unremarried Surviving Spouse, may be obtained from any VA regional office.

How to apply

Veteran - VA Form 26-1880, Request for Determination of Eligibility and Available Loan Guaranty Entitlement. A copy of your DD Form 214 should also be submitted.

Service Member - VA Form 26-1880, Request for Determination of Eligibility and Available Loan Guaranty Entitlement. A statement of service signed by an appropriate military official must also be submitted.

The certificate issued to you, as a service member is only valid while you are on active duty. Once you have separated from active duty, you must apply for a new certificate as a veteran.

Contact

VA Regional Office 1-800-827-1000 or go <http://www.va.gov>

17. RESERVE AFFILIATION

References

- COMDTINST M1001.28, Coast Guard Reserve Policy Manual
 - COMDTINST M1100.2, Coast Guard Recruiting Manual
 - COMDTINST M1000.6A, Personnel Manual
 - COMDTPUB P1573.1C, What is a drill?
-

Contact

- Commanding Officer, Integrated Support Command (pf)
 - Local Coast Guard Recruiter, 1-800-GET-USCG
 - Commander, CG Personnel Command (rpm)
 - Reserve Command Master Chief (Where available)
-

Type of Separation

RELAD - Members serving in their original enlistment must typically complete a 4-year active duty obligation and a 4-year Individual Ready Reserve (IRR) obligation. Members are automatically transferred to IRR upon Release from active duty (RELAD), but may select to complete their obligation in the Selected Reserve (SELRES).

Discharge - Expiration of enlistment when member has completed the 8-year military obligation or when the Coast Guard, upon expiration of enlistment, determines a member is ineligible for reenlistment and the member has not completed the 8-year military obligation.

Affiliation

- Enlistments in the Coast Guard Reserve within 24 hours following separation from active duty Regular Coast Guard will be in the same rate previously held in the Regular Coast Guard.
 - Enlistments in the Coast Guard Reserve after 24 hours following separation will be processed through a Coast Guard recruiting office.
 - Former officers of the Regular Coast Guard may apply for a Reserve commission within one year of the effective date of resignation of their regular commission.
 - Affiliation with the Coast Guard SELRES - is contingent on the availability of a SELRES assignment that requires your skills.
-

Continued on next page

17. RESERVE AFFILIATION, Continued

SELRES

Assignment in the Selected Reserve (SELRES) refers to a drilling reservist who:

- Performs inactive duty training (IDT) 48 drills per year (2 drills=1 day), and
- Performs 12-14 days of annual training (ADT) each year in a pay status.

Reservists in this category have the highest priority for mobilization.

Members in the SELRES are assigned to units by the local Force Optimization and Training Branch of each Integrated Support Command, ISC (pf) in the area in which the member resides. Assignments vary by geographic location, specialty and reserve billet availability.

IRR

Assignment in the Inactive Ready Reserve (IRR) refers to members of the Ready Reserve not assigned to the SELRES and not on active duty.

You are not required to attend drills and are not paid.

You may, however, perform Active Duty Special Works in support of the Active Component (ADSW-AC) or Reserve Component (ADSW-RC) for pay, and earn retirement points while assigned to the IRR.
(COMDTPUB P1573.1C, What is a drill?)

How to apply

Complete Coast Guard Assignment Data Form, CG-3698A (see **Appendix C**) prior to separation. This form must be given to the local ISC (pf) office. If more than 24 hours have passed since separation without having submitted the form, enlistments must be processed through the recruiting office

18. DISABLED VETERANS BENEFITS

Description	The VA compensation program provides you monthly benefits if you are disabled because of an injury or disease incurred in or aggravated during your military service and for certain conditions which develop after your release from active duty. This compensation is non-taxable.
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A disability rating of 30% or higher will entitle you to additional allowances for your dependents.

Eligibility	You may be entitled to VA disability compensation for any medical condition or injury incurred or aggravated by your military service.
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Requires an, other than dishonorable discharge.

There is no time limit to apply for VA disability compensation, however you are encouraged to apply within one year of your release from active duty as entitlement is established retroactively to the date of separation if your claim is filed within this period.

How to apply	Complete a VA Form 21-526, Veteran's Application for Compensation or Pension.
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Provide the following supporting documentation:

- Copy of Service Medical Record. The VA will contact the CG on your behalf if you do not have these records.

Note: *Make two copies of your medical record prior to your separation. (One for the VA and one for yourself). Preferably certified to be true copies.*

- Other medical records.
- Dependency documents.
- DD Form 214.

Contact	<ul style="list-style-type: none">• VA Regional Office 1-800-827-1000• http://www.va.gov
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18. DISABLED VETERANS BENEFITS, continued

a. Vocational Rehabilitation

Description	<p>The Vocational Rehabilitation program provides services and assistance necessary for service connected disabled veterans to achieve independence and to obtain and maintain suitable employment.</p>
Services	<p>Services include assessment, counseling, training, subsistence allowances and employment assistance.</p> <p>While enrolled in the program, the VA will pay the cost of tuition, fees, required books, supplies and equipment.</p>
Eligibility	<p>If you have an other than dishonorable discharge, you may be entitled to Vocational Rehabilitation if both of the following conditions are met:</p> <ul style="list-style-type: none">• You have a service-connected disability and VA has awarded you at least 20 percent compensation. Effective 1 Oct 93, you may be eligible with a 10 percent disability if a serious employment handicap is evident; and• VA determines your need vocational rehabilitation to overcome an impairment to your ability to prepare for, obtain or retain employment consistent with your abilities, aptitudes and interests.
How to apply	<p>Complete a VA Form 28-1900, Disabled Veterans Application for Vocational Rehabilitation.</p> <p>Provide the following supporting documentation:</p> <ul style="list-style-type: none">• Dependency documents, if not currently on record with the VA.
Contact	<p>VA Regional Office 1-800-827-1000</p>

18. DISABLED VETERANS BENEFITS, continued

b. Medical and Dental Coverage

Medical

Eligibility for VA inpatient hospital care and nursing home care is divided into two categories, mandatory and discretionary.

Mandatory: The VA must provide you medical care and may provide nursing home care if space and resources are available. You are included in this category if you meet any of the following conditions:

- You are rated by the VA as having a service-connected disability(ies).
- You were exposed to herbicides while serving in Vietnam.
- You have health problems related to service in the Persian Gulf.
- Your income is below an annually adjusted income limit.

DISCRETIONARY: The VA may provide you hospital or nursing home care if you are not included in any of the mandatory categories. You must pay a share of the expenses.

NOTE: If you have not completed your dental work prior to separation this should be reflected on your DD214. If incomplete work is NOT listed the VA may disallow treatment that you need.

Contact

VA Regional Office 1-800-827-1000

You are encouraged to contact a VA medical facility for specific information about your entitlement to outpatient care and any associated charges.

Appendix Section

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Appendix A - TRANSITION ASSISTANCE PROGRAM ELIGIBILITY

	Voluntarily Separating (0-19 yr. Service)	Accepting VSI or SSB (6-19 yr. service)	Being Involuntarily Separated under other than Adverse Conditions/ **Note 18	Retiring (15 or more yr. Service)	Separated due to Medical Condition (less than 30%)	Retired due to Medical Conditions
Preseparation Counseling	YES	YES	YES	YES	YES	YES
Individual Transition Plan (Note 1)	YES	YES	YES	YES	YES	YES
Career Change Counseling (Note 1)	YES	YES	YES	YES	YES	YES
Verification of Military Training and Experience (DD Form 2586)	Not applicable to USCG	Not applicable to USCG	Not applicable to USCG	Not applicable to USCG	Not applicable to USCG	Not applicable to USCG
Application for the Evaluation of Military Learning Experience (DD Form 295)	YES	YES	YES	YES	YES	YES
Department of Labor TAP Workshop and Dept. of Veteran's Affairs Disabled TAP (Note 1)	YES	YES	YES	YES	YES	YES
DORS (Note 1)	DORS	Has been	discontinued			
TBB (Note 1)	YES	YES	YES	YES	YES	YES
Public and Community Service Registration (Note 2)	YES	YES	YES	YES	YES	YES
Other Employment Assistance (Note 1)	YES	YES	YES	YES	YES	YES
One-time NAF Hiring Preference (Note 1)	NO	YES	Note 6	NO	Note 6	YES
Relocation Assistance (Note 1)	YES	YES	YES	YES	YES	YES
Financial Planning Assistance (Note 1)	YES	YES	YES	YES	YES	YES
Extension in DoDDS	NO	Note 3	Note 3/ Note 6	NO	Note 3/ Note 6	YES
MWR Privileges (Note 1)	Note 4	Note 4	Note 4/ Note 6	YES	Note 4/ Note 6	YES
Unemployment Compensation (Note 1)	Note 5	Note 5	Note 5	Note 5	Note 5	Note 5
America's Job Bank (Note 1)	YES	YES	YES	YES	YES	YES
Veterans Benefits	YES	YES	YES	YES	YES	YES
Job Training Partnership Act	Note 5	Note 5	Note 5	Note 5	Note 5	Note 5
State of Residence Veterans Programs	Note 5	Note 5	Note 5	Note 5	Note 5	Note 5

Continued on next page

Appendix A - TRANSITION ASSISTANCE PROGRAM ELIGIBILITY, Continued

	Voluntarily Separating (0-19 yr. Service)	Accepting VSI or SSB (6-19 yr. service)	Being Involuntarily Separated Under other than Adverse Conditions/ **Note 18	Retiring (15 or more yr. Service)	Separated due to Medical Condition (less than 30%)	Retired due to Medical Conditions
Household Goods Storage	180 Days	1 YR	1 YR Note 6	1YR	1YR	1 YR
Home of Record Move (Note 7)	YES	NA	NA	NA	NA	NA
Home of Selection Move	NO	YES	YES Note 6	YES	YES Note 6	YES
180 Day Extension in Military Family Housing	NO	Note 8	Note 6/ Note 8	NO	Note 6/ Note 8	YES
Commissary & Exchange Privileges for Service Member and Family	NO	2 Years	2 Years Note 6	YES	2 Years Note 6	YES
Montgomery GI Bill Enrollment at separation/discharge	NO	Note 9	Note 6/ Note 9	NO	Note 6/ Note 9	NO
Teacher and Teacher Aide Certification (Note 11)	YES	YES	YES	YES	YES	YES
Medical and MTF Dental Care for Service Member and Family	NO	120 Days	Note 6/ Note 10	YES	Note 6/ Note 10	YES
Separation Pay	NO	YES	Note 12	NO	NO	NO
Retired Pay	NO	NO	NO	YES	NO	YES
Guard and Reserve Opportunities Counseling and Priority Placement	YES	YES	YES Note 16	NO	YES Note 16	NO
Continued Health Benefit Program (CHCBP), Includes Pre-existing Conditions, Coverage for Service Member and Family	18 Months Note 17	18 Months Note 17	18 Months Note 17	Note 13/ Note 17	18 Months Note 17	Note 13/ Note 17
Disability Separation Pay	NO	NO	NO	NO	YES	YES
Excess Leave (Note 4)	NO	30 Days	30 Days Note 6	NO	30 Days Note 6	30 Days Note 6
Transition and Househunting Stationed Overseas (Note 14)	NO	Up to 30 Days	Up to 30 Days Note 6	Up to 30 Days Note 6	Up to 30 Days Note 6	Up to 30 Days
Transition and Househunting Station in CONUS (Note 14 & Note 15)	NO	Up to 20 Days	Up to 20 days Note 6	Up to 20 days Note 6	Up to 20 days Note 6	Up to 20 days Note 6

Continued on next page

Appendix A - TRANSITION ASSISTANCE PROGRAM ELIGIBILITY, Continued

NOTES:

1. Applies to Service member's spouse as appropriate.
 2. Registration for public and community service is mandated by Section 4403 of Public Law 102-848, "The National Defense Authorization Act for Fiscal Year 1993", for Service members retiring with more than 15 years but fewer than 20 years of service.
 3. Continued enrollment in a DoDEA overseas shall be on a space available basis providing the student completed the 11th grade prior to the Service member's separation and is subject to the Status of Forces Agreement with the host country.
 4. Service members, with a valid ID card, shall be permitted to use revenue generating Morale, Welfare, and Recreation facilities (for example: clubs, bowling centers, golf courses).
 5. Eligibility requirements vary. Contact your state or local employment office for details.
 6. Must verify eligibility status per COMDINST 1900.2
 7. Travel entitlement is to the home of record or the place of entry into Active Service.
 8. Space Available. Rent is charged based on BHA rate. Entitlement is subject to Status of Forces Agreement restrictions overseas.
 9. Service member must pay \$1200 and have been honorable discharged.
 10. Sixty days care for Service member and family who served fewer than 6 years of service. 120 days for Service member and family who served 6 - 19 years of service.
 11. Service member must have completed a bachelor's degree to be eligible for teacher certification. Service member must have completed an associated degree to be eligible for teacher aide certification.
 12. Service member must have been involuntarily discharge under other than adverse conditions, and separation pay authorized by governing authority.
 13. Certain dependents of retired Service members may be eligible, see the installation health benefits advisor for details.
 14. Service members are authorized to request excess leave or permissive TDY/TAD, but not both
 15. Up to 30 days for those members who are domiciliaries before entering active duty and continue to be domiciliaries of states, possessions or territories of the United States, located outside the CONUS, including domiciliaries of foreign countries and are stationed at a location other than the state, possession, territory or country of their domicile.
 16. See your Reserve Recruiter for eligibility.
 17. Available at additional cost after separation/discharge from service.
 18. Contact Veteran Affairs officer (federal and state) to determine benefits for Other Than Honorable separations.
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Appendix B - Veterans Benefits Timetable

YOU HAVE ...	BENEFITS ...	WHERE TO APPLY
10 YEARS FROM RELEASE FROM ACTIVE DUTY	VETERANS EDUCATIONAL ASSISTANCE PROGRAM: The VA will provide financial assistance for the education and training of eligible participants under the voluntary contributory education program. Vocational and educational counseling is available upon request.	ANY VA OFFICE
10 YEARS FROM RELEASE FROM ACTIVE DUTY	MONTGOMERY GI BILL: Eligible participants first entering active duty 7/1/85 through 6/30/88 or with old GI Bill eligibility meeting minimum service requirements, may receive financial assistance to go to college or a vocational program. Vocational and educational counseling is available upon request.	ANY VA OFFICE
12 YEARS FROM RELEASE FROM ACTIVE DUTY (SOME EXTENSIONS POSSIBLE)	VOCATIONAL REHABILITATION: As part of a rehabilitation program, the VA will pay tuition, books, tools or other expenses and provide a monthly living allowance. Employment assistance is also available to help a rehabilitated veteran get a job. A seriously disabled veteran may be provided services and assistance to increase independence in daily living.	ANY VA OFFICE
NO TIME LIMIT	VA HOME LOAN GUARANTEE: The VA will guarantee your loan for the purchase of a home, manufactured home, or condominium.	ANY VA OFFICE
NO TIME LIMIT	DISABILITY COMPENSATION: The VA pays compensation for disabilities incurred or aggravated during military service.	ANY VA OFFICE
NO TIME LIMIT	NON-SERVICE CONNECTED DISABILITY OR DEATH PENSION: Veterans with qualifying war time service who have reached age 65 or who are permanently and totally disabled due to non service connected disabilities, may be eligible to a monthly pension benefit depending on income. Surviving spouses and dependent children may also qualify.	ANY VA OFFICE
1 YEAR FROM THE DATE OF MAILING NOTICE OF INITIAL DETERMINATION	APPEAL TO BOARD OF VETERANS APPEALS: Appellate review will be initiated by a notice of disagreement and completed by a substantive appeal after a statement of the case has been furnished	VA OFFICE OR HOSPITAL MAKING THE INITIAL DETERMINATION
NO TIME LIMIT	MEDICAL CARE: The VA provides hospital care covering the full range of medical services. Outpatient treatment is available for all service connected conditions in certain cases. Alcohol and drug dependence treatment is available.	ANY VA OFFICE

Continued on next page

Appendix B - Veterans Benefits Timetable, Continued

YOU HAVE ...	BENEFITS ...	WHERE TO APPLY
TIME VARIES	BURIAL BENEFITS: The VA provides certain burial benefits, including internment in a national cemetery and partial reimbursement for burial expenses.	VA NATIONAL CEMETERY OR ANY VA OFFICE
NO TIME LIMIT	READJUSTMENT COUNSELING: General or psychological counseling is provided to assist in readjusting to civilian life.	ANY VA OFFICE OR HOSPITAL
YOU HAVE...	BENEFITS...	WHERE TO APPLY
WITHIN 90 DAYS OF SEPARATION	ONE TIME DENTAL TREATMENT: The VA provides one time dental care for certain service connected dental conditions.	ANY VA OFFICE OR HOSPITAL
NO TIME LIMIT	DENTAL TREATMENT: Treatment for veterans with dental disabilities resulting from combat wounds or service injuries and certain POWs and other service connected disabled veterans.	ANY VA OFFICE OR HOSPITAL
2 YEARS FROM NOTICE OF VA DISABILITY RATING	SERVICE-DISABLED VETERANS INSURANCE: Low cost term life insurance for veterans with service connected disabilities. Veterans who are totally disabled may apply for a waiver of premiums on these policies.	ANY VA OFFICE
120 DAYS OR 1 YEAR BEYOND WITH PROOF OF UNINSURABILITY OR UP TO 1 YEAR IF TOTALLY DISABLED	VETERANS GROUP LIFE INSURANCE: SGLI may be converted to a 5 year renewable term policy. At the end of the 5-year term, VGLI may be renewed or converted to an individual policy with a participating company.	OFFICE OF SERVICEMAN'S GROUP LIFE INSURANCE, 213 WASHINGTON ST NEWARK, NJ 07102 OR ANY VA OFFICE
NO TIME LIMIT	EMPLOYMENT: Assistance is available in finding employment in industry, in Federal service, and in local or state employment service.	LOCAL OR STATE EMPLOYMENT OFFICE OR OFFICE OF PERSONNEL MANAGEMENT
LIMITED TIME	UNEMPLOYMENT COMPENSATION: The amount of benefit and payment period varies among states. Apply after separation.	STATE EMPLOYMENT SERVICE
90 DAYS	REEMPLOYMENT: Apply to your former employer for employment.	EMPLOYER
HOW TO OBTAIN	Copies of "Federal Benefits for Veterans and Dependents, may be purchased from: Superintendent of Documents U.S. Government Printing Office Washington, D. C. 20402 www.va.gov	VETERAN'S BENEFITS 1-800-827-1000

Appendix C - Forms

Forms

The following forms information is provided for your use as necessary:

- **DD-214** (Certificate of Release or Discharge from Active Duty)
 1. The DD 214 is the **KEY DOCUMENT TO RECEIVING ALL VETERAN BENEFITS** and is prepared to cover periods of active duty service and periods of service on Active Duty for Training (ADT) in excess of 90 days.
 2. Members scheduled for separation leave must have a DD 214 prepared prior to departing on leave (check local policy). Also, the member must complete Block 19a (mailing address) and sign the DD 214 prior to departing. The original copy (number 1) and member's copy (number 4) will be mailed to the member on separation date.
 3. **DD 214 highlights of certain blocks** - Most of the blocks on this form are self-explanatory. However, the following blocks are highlighted for your information. *** **IMPORTANT NOTE** *** ALL SHADED AREAS MUST BE CORRECT WITH NO ERASURES, STRIKEOVERS, WHITEOUTS OR CORRECTION OF ANY KIND. DVA WILL NOT ACCEPT THIS DOCUMENT IF ANY ALTERATIONS ARE MADE IN THESE AREAS.

Block Information

- 6 Reserve Obligation Termination Date - If you entered active military service after 1 Jun 84, your contract was for 8 years and this Block will have a date in it. It will be the last day of the eighth year of your contract.
- 9 For personnel being released (personnel who have not completed their Military Service Obligation); this block will read: HRSIC In the case of personnel being discharged, this block will read: "NA".
- 10 The exact amount of your SGLI coverage, or "NONE."
- 11 For enlisted personnel, the primary Enlisted Classification code titles, and the length of time you held each one (more than one classification or equivalent for other services, may be put in this block if held for 1 year or more). For officers, the most significant Officer Billet Codes will appear with the title and years/months assigned the NOBC.
- 12e Total prior inactive service. Any inactive or drilling reserve period which counts towards pay.
- 14 To assist former service members in employment placement and job counseling, this block will provide all formal in-service schools/ training courses successfully completed during this period of active duty.
- 15a For those who contributed to the Veterans Educational Assistance Program (VEAP).
- 15b Must be marked "YES" in order to receive GI Bill benefits. If you do not have at least a GED or 12 semester hours of college credit, take the test and receive GED credentials prior to separating.
- 17 If Dental is unable to complete ALL of your required dental work prior to separation--this block must be marked "NO". This allows you to apply for dental treatment through the DVA within 90 days of separation.

Continued on next page

Appendix C - Forms, Continued

Forms, (continued)

- 18 This is the remarks block. Be sure to have all the entries in this block explained to you by the separation clerk assisting you.
- 19a Provide a good permanent mailing address. This is where your W-2 Form, travel claims check, VA Benefits Package and other important documents will be mailed.
- 20 Marking this "YES" will enable the Director of Veterans Affairs in your state to receive copy 6 of your DD 214. Your state may offer additional benefits (i.e.: tuition-free schools, one-time cash bonus for Persian Gulf War participation, etc.). Check with your State Director of Veterans Affairs.
- 23 The type of separation you receive will appear in this block. (i.e., Discharged/Released From Active Duty, Retired, etc.)
- 24 The character of service will appear in this block. This block identifies your discharge/release as Honorable, General (Under Honorable Conditions), General (Other Than Honorable), etc.
- 26 A three-character code will appear in this block. This code identifies why you are separating. Ensure that the separation's clerk shows you your code from the DD 214 instruction to prevent errors.
- 27 This block is for enlisted personnel and identifies your Reenlistment/Reentry (RE) code. This code indicates your eligibility to reenlist or to affiliate with the Guard or Reserve. Ensure that the separation's clerk lets you read this code from the instruction as indicated above.
- 30 Initialing this block indicates receipt of copy number 4.

4. Distribution of the DD 214:

The original (copy number 1) is given/or mailed to you on the date of separation.

Copy number 2 is forwarded to HRSIC if you are released from active duty and affiliated with the Selected Reserve.

Copy number 3 is sent to the Department of Veterans Administration Data Processing Center.

Copy number 4 is also given/or mailed to you with the original. This copy is important for verification of entitlement of unemployment compensation and other VA benefits.

Copy number 5 is sent to the U. S. Department of Labor.

Copy number 6 is sent to the State Director of Veterans Affairs, if a state is listed in block 20 and "YES" is checked.

Copy number 7 is retained in the service record and mailed to U. S. Coast Guard Human Resources Service & Information Center with the records.

Copy number 8 is retained by the separation activity for 2 years from date of separation. (Copies may be requested from separating agency for 2 years from date of separation).

Continued on next page

Appendix C - Forms, Continued

Forms, (continued)

5. Request for Correction. A correction request must contain your full name, rank/rate, social security number, periods of service, and current mailing address. The correction requested must also be identified. If a copy of the DD 214 for which the request is being made is available, it should be forwarded with the request to one of the following locations:
 - **DD-295** (Application for the Evaluation of Learning Experiences during Military Service) Check *with the Coast Guard Institute on the USCG equivalent of this form.*
<http://www.uscg.mil/hq/cgi/index.htm>
 - **DD-2648** (Preseparation Counseling Checklist) The latest version of this form (11/1/99) can be viewed at <http://web1.whs.osd.mil/forms/DD2648.PDF>
 - **CGI1560/04d** (Educational Assessment Worksheet) Go to the *Coast Guard Institute website for this form and further educational assistance.*
<http://www.uscg.mil/hq/cgi/index.htm>
 - **CG-3698A** (Reserve Assignment Data) Go to the *USCG Reserve website for further information and forms.* <http://www.uscg.mil/reserve/pubs.htm>

Appendix D - Important Information about Forms and Documents

Review Service Record

SERVICE RECORD PAGES

1. Review and audit field service record prior to separation. Obtain copies of the documents listed below:

U. S. COAST GUARD

CG 9556	"OATH OF OFFICE" DOCUMENT (Officers only)
CG 3698A	LATEST OFFICER DATA CARD (Officers only)
SGLV-8286	SGLI ELECTION CERTIFICATE
CG 4170A	RECORD OF EMERGENCY DATA/APPLICATION FOR DEPENDENCY
CG 3307	ADMINISTRATIVE REMARKS
CG 3306	COMPUTER GENERATED
CG 3788A/3788B/3788C	EVALUATIONS OR FITNESS REPORTS

2. Recommend you obtain a hardcopy of your Service Record to ensure completeness. It can be requested by submitting a signed letter request (include your Name, Rate/Rank, Social Security Number, mailing address and telephone number) to:

- a. Prior to discharge and up to 6 months after discharge, obtain a copy of service record from:

Commander (CGPC-adm-3)
Coast Guard Personnel Command
2100 2nd Street, S. W.
Washington, DC. 20593-0001

(202) 267-1311 Enlisted Records
(202) 267-1624 Officer Records
FAX (202) 267-4985

One year after discharge, mail request to National Personnel Records Center, 9700 Page Avenue., St. Louis, MO 63132 (ATTN: Navy/Marine Corps/Army/Air Force/Coast Guard Liaison) (314) 538-4200. *If a hand held micro-viewer is desired, enclose a check for \$4.00 payable to the Treasurer of the United States.*

Registration

SELECTIVE SERVICE REGISTRATION¹.

1. Males who have not reached age 26 and who have already registered must update their status at the local post office or by calling: (847) 688-6888. Overseas registration can be done at a U.S. embassy or consulate.
2. Males, who have never registered regardless of age, must call above number to apply for the Advisory Opinion Appeals process; it takes approximately 45 days to process.
3. Registration or status update must be completed within 30 days after separation date. Failure to do so can affect federal benefits/loans or government jobs.

Continued on next page

Appendix D - Important Information about Forms and Documents, Continued

Reemployment Rights

UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)

1. Left job to join the military and serve no more than 5 years on active duty.
2. Serve on Active Duty for 31-180 days, must apply within 14 days. Serve over 181 days of Active Duty, must apply within 90 days.
3. Honorable Discharge/Separation required.
4. Contact National Committee for Employer Support of the Guard and Reserve:
1-800-336-4590, (703) 696-1391 or DSN 426-1391. WEB PAGE:
<http://www.ncesgr.osd.mil>

Appendix E - Helpful WEBSITES

DISCLAIMER

Presentation of direct or indirect links to products, services or vendors does not constitute endorsement by the U. S. Coast Guard. We are providing links to these sites because they have information that may be of interest to you. These links are presented for informational purposes only. The U. S. Coast Guard does not guarantee that all functions contained in these web sites will be operational, that defects will be corrected or that the servers will make this information available free of viruses or any other harmful components. You are encouraged to thoroughly investigate and evaluate items of interest prior to entering into contractual obligations.

TRANSITION ASSISTANCE

WEBSITE URL	CONTENT DESCRIPTION
http://www.voled.doded.mil/dantes/tt/index.htm	Troops to Teachers
http://dod.jobsearch.org/html/seeker_home.html	The DoD Job Search is an associate site of America's Job Bank, provided by the Departments of Defense and Labor. America's Job Bank is a partnership between the US Department of Labor and the state operated Public Employment Service.
http://pay2000.dtic.mil/	Military Pay and Benefits 2000 Website.
http://www.va.gov/	The Department of Veterans Affairs (VA) Internet World Wide Web (WWW) Server is a worldwide resource that provides information on VA programs, veteran's benefits, VA facilities worldwide, and VA medical automation software.
http://www.ssa.gov	Social Security
http://www.uscg.mil/reserve/pubs.htm	Reserve Affiliation
http://www.uscg.mil/hq/hrsic/retiree1.htm	Information for Retirees.
http://www.bluetogray.com/	A Career Transition Site For Military Personnel
http://www.afpc.randolph.af.mil/transition/trans.htm	Air Force Transition Assistance
http://web1.whs.osd.mil/icdhome/DD-0999.htm	Department of Defense, Electronic Forms By Form Number DD0001 through DD0999

EMPLOYMENT ASSISTANCE

http://www.ncesgr.osd.mil	Reemployment Rights
http://www.tax.gov/states.htm	Unemployment Insurance
http://usajobs.opm.gov/htm	Federal Employment Opportunities
http://www.dmdc.osd.mil/ot/	Transition Bulletin Board
http://www.ajb.dni.us/	America's Job Bank is a partnership between the US Department of Labor and the State operated Public Employment Service.
http://www.dashhroc.navy.mil/	Department of the Navy Civilian Human Resources Online
http://www.opm.gov/workplac/html/domestic.html-ssi	OPM U. S. Office of Personnel Management site devoted to helping Federal employees receive help regarding Domestic Violence.
http://cgweb.comdt.uscg.mil/Cgpc/HPteam/default.html	Coast Guard Personnel Command
http://www.uscg.mil/reserve/pubs.htm	USCG Reserve Information
http://www.uscg.mil/hq/cgpc/cpm/jobs/vacancy.htm	Coast Guard Civilian Personnel office vacancies listing
http://www.state.xx.us/	All States (place postal code in place of "xx" - i.e.: www.state.ok.us) this will get you the Oklahoma Page

Continued on next page

Appendix E - Helpful WEBSITES, Continued

EMPLOYMENT ASSISTANCE (continued)

WEBSITE URL	CONTENT DESCRIPTION
http://www.vets-atb.org/	Military Resume Writer
http://content.monster.com/military/	Monster Board - information for transitioning military personnel
http://www.labor.state.ny.us/html/march/section1.htm	A Veteran's Job Search Journal (information) Follow links to additional sections. A great read for VETS! Six selections to read.

EDUCATION INFORMATION

http://www.uscg.mil/hq/cgi/index.htm	CG Institute - Home Page
http://www.uscg.mil/hq/cgi/voled/ace/ace.htm	CG Institute - ACE Guide
http://www.voled.doded.mil	DANTES
http://cbweb1.collegeboard.org/clep/html/indx001.html	CLEP
http://www.gre.org	Graduate Record Exam (GRE)
http://www.gmat.org	GMAT
http://www.scholaraid.com	Scholarships, Grants, Loans
http://www.collegequest.com.com	College Search and Rates
http://www.usnews.com/usnews/edu/college/cosearch.htm	College Locator/Ranking Guide

RELOCATION INFORMATION

http://militarytravelguide.com/	Military Travel Guide
http://homefair.com/wizard/wizardmil.html	Relocation Wizard: Gives a customized military moving guideline
http://www.rentsearch.com/	Rent Search
http://www.petswelcome.com/	Pets
http://www.usps.gov/moversnet/plain/kids2.html	Travel Planning with Children
http://www.usps.gov/moversnet/plain/	United States Postal Service (moving tips)
http://www.virtualrelocation.com/	Virtual Relocation
http://www.mapquest.com/	MapQuest

FINANCIAL INFORMATION

http://www.dca.org/	Credit Management Site
http://www.quicken.com/	Finance
http://www.kiplinger.com/	Personal Finance and Investing
http://www.kiplinger.com/	Personal Finance and Investing
http://www.ssa.gov/	Personal Finance and Investing
http://www.nafep.com/	Estate Planning

Appendix F - Useful Telephone Numbers

COAST GUARD HUMAN RESOURCES SERVICES & INFORMATION CENTER (RAS) 444 SE QUINCY ST TOPEKA KS 66683-3591	1 800 772-8724 or 785 357-3415 FAX 785-295-2639
Retiree & Annuitant Services Alpha Breaks - 785 357 xxxx (Ext below)	
TEAM 1 A B, Gr, Gz.....,yyy..... C F D E Ga-Gq	3419 3418 3417
TEAM 2 H J..... I N K L N O..... M	3427 3430 3449
TEAM 3 P Q R U V..... T W S X Y Z.....	3413 3435 3431
DECEASED CLAIMS A B C D E F G H O P Q I J K L M N R S T U V W X Y Z	3424 3436 3440 3446
FINAL SEPARATION or SALE OF LEAVE HRSIC (SES)	785 357-3550
DISCREPENCY OF TIME or STATEMENTS OF SERVICE HRSIC (SES)	785 357-3554
HRSIC (TRAVEL)	1-800-872-4885 or 1-888-USC-GTVL or 785 295-2250
ORDERS OFFICERS (CGPC -opm-1) ENLISTED (CGPC -epm-1)	202 267-2339 202 267-1123
OFFICE OF SERVICEMEMBER'S GROUPS LIFE INSURANCE (OSGLI)	1 800-419-1473 or 201-802-7676
DEPT OF VETERANS AFFAIRS (VA)	1 800 827-1000
SOCIAL SECURITY ADMINISTRATION	1 800 772-1213
NATIONAL PERSONNEL RECORDS CENTER (MPR) 9700 PAGE AVE. ST. LOUIS, MO 63132-5100 (to obtain copies of DD-214, medals, etc.)	314 538-4141
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Appendix G - Eligibility Criteria For Involuntary Separation Benefits

Reference COMDTINST 1900.2 Transition Assistance Program

Who this is for Transition benefits were established for personnel, who are involuntarily separated during the five-year period beginning October 1, 1994, as extended. Three criteria are used to determine eligibility for involuntary separation benefits: type of service (active or reserve), period of service, and reason for separation.

a. Type of service

- (1) To be eligible for *transition benefits* an **officer** must be a regular officer (USCG,) (other than a retired officer) who is involuntarily discharged under other than adverse conditions, or a Reserve officer on the active duty list, or a Reserve Program Administrator.
- (2) To be eligible for *transition benefits* an **enlisted member** must be a regular enlisted member (USCG) who is (a) denied reenlistment or (b) involuntarily discharged under other than adverse conditions, or a Reserve enlisted member who is on full-time active duty for the purpose of organizing, administering, recruiting, instructing, or training the reserve components, and who is (a) denied reenlistment or (b) involuntarily discharged under other than adverse conditions.

b. Period of Service. In order to be considered eligible for transition benefits, a member must have been on active duty in the Coast Guard after September 30, 1994.

c. Reason for Separation. In addition to having been on active duty after September 30, 1994, eligible members must be assigned one of the following Separation Program Designator (SPD) codes effective April 1, 1995.

**Enlisted
Personnel
Separation**

Narrative Reason

Involuntary Discharge (Board Action)

Parenthood or custody of minor children
Military personnel security program
Erroneous entry, other
Physical standards
Condition, not a disability
Personality disorder
Non retention on active duty
Failure to complete course of instruction
Homosexual admission

SPD Code

GDG
GDK
GFC
GFT
GFV
GFX
GGH
GHF
GRB

Involuntary Discharge (In Lieu of Further Board Processing)

Parent or custody of minor children
Military personnel security program
Erroneous entry, other
Physical standards
Condition, not a disability

HDG
HDK
HFC
HFT
HFV

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Appendix G - Eligibility Criteria For Involuntary Separation Benefits, Continued

Enlisted Personnel Separation, (continued)	<u>Narrative Reason</u>	<u>SPD Code</u>
	<u>Involuntary Discharge (In Lieu of Further Board Processing) (continued)</u>	
	Personality disorder	HFX
	Failure to complete a course of instruction	HHF
	Homosexuality admission	HRB
	<u>Involuntary Discharge</u>	
	Maximum age	JBB
	Maximum service or time in grade	JBC
	Completion of required active service	JBK
	Reduction in force (RIF)	JCC
	Alien	JCP
	Weight control failure	JCR
	Pregnancy or childbirth female	JDF
	Parenthood or custody of minor children	JDG
	Military personnel security program	JDK
	Erroneous entry (other)	JFC
	Secretarial Authority	JFF
	Competent authority without board action	JFG
	Disability with severance pay	JFL
	Disability, existed prior to service, PEB	JFM
	Disability, existed prior to service, medical board	JFN
	Disability, aggravation	JFQ
	Disability, other	JFR
	Physical standards	JFT
	Condition, not a disability	JFV
	Failed medical physical procurement standard	JFW
	Personality disorder	JFX
	Non retention on active duty	JGH
	Failure to complete a course of instruction	JHF
	Separation for miscellaneous/general reasons	JND
	Homosexual Admission	JRB
	<u>Involuntary Release or Transfer</u>	
	Maximum time in service, time in grade	LBC
	Sufficient service for retirement	LBD
	Completion of required active service	LBK
	Reduction in force (RIF)	LCC
	Weight control failure	LCR
	Parenthood or custody of minor children	LDG
	Erroneous entry, other	LFC
	Secretarial authority	LFF
	Competent authority	LFG
	Failed medical physical procurement standard	LFW
	Personality disorder	LFX
	Non retention on active duty	LGH
	Separation for miscellaneous/general reasons	LND

Continued on next page

Appendix G - Eligibility Criteria For Involuntary Separation Benefits, Continued

Enlisted Personnel Separation, (continued)	<u>Narrative Reason</u>	<u>SPD Code</u>
	<u>Involuntary Discharge</u>	
	Insufficient time remaining to permit retention, but within 3 months of expiration of enlistment of obligated service	JBM
	<u>Involuntary Release or Transfer</u>	
	Insufficient retainability (economic) reasons	LBM
	<u>Early Release Program - Voluntary Separation Incentive</u>	
	Voluntary Discharge for Early Release Program - VSI Early Release Program	KCA
	Voluntary Separation Incentive	MCA
	Transfer to another service component	
	<u>Early Release Program - Special Separation Benefit</u>	
	Voluntary Discharge for Early Release Program - SSS	KCB
	Early Release Program - SSB	MCB
	Transfer to another Service Component	
Officer Separations	<u>Narrative Reason</u>	<u>SPD Code</u>
	<u>Involuntary Discharge (Board Action)</u>	
	Parent or custody of minor children	GDG
	Military personnel security program	GDK
	Erroneous entry, other	GFC
	Physical standards	GFT
	Condition, not a disability	GFV
	Personality disorder	GFX
	Non retention on active duty	GGH
	Failure to complete course of instruction	GHF
	Homosexuality admission	GRB
	<u>Involuntary Discharge - (In Lieu-of Further Board Proceedings)</u>	
	Parent or custody of minor children	HDG
	Military personnel security program	HDK
	Erroneous entry, other	HFC
	Physical standards	HFT
	Condition, not a disability	HFV
	Personality disorder	HFX
	Failure to complete a course of instruction	HHF
	Homosexuality admission	HRB
	<u>Involuntary Discharge</u>	
	Reduction in force (RIF)	JCC
	Weight control failure	JCR
	Pregnancy or childbirth female	JDF
	Military personnel security program	JDK
	Parenthood or custody of minor children	JDG

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Appendix G - Eligibility Criteria For Involuntary Separation Benefits, Continued

Officer
Separations,
(continued)

Narrative Reason

SPD Code

Involuntary Discharge

Erroneous entry, other
Secretarial authority
Competent authority without board action
Disability, severance pay
Disability, existed prior to service PEB
Disability, existed prior to service - medical board
Disability, aggravation
Disability, other
Physical standards
Condition, not a disability
Failed medical physical procurement standard
Personality disorder
Non selection, permanent promotion
Non retention on active duty
Failure to complete a course of instruction
Separation for miscellaneous/general reasons
Homosexual Admission

JFC
JFF
JFG
JFL
JFM
JFN
JFQ
JFR
JFT
JFV
JFW
JFX
JGB
JGH
JHF
JND
JRB

Involuntary Release or Transfer

Maximum age (USCGR only)
Completion of required active service
Weight control failure
Parenthood or custody of minor children
Secretarial authority
Competent authority
Physical standards
Failed medical physical procurement standard
Personality disorder
Non selection, permanent promotion
Non selection, temp promotion
Non retention on active duty
Request for extension of service denied

LBB
LBK
LCR
LDG
LEF
LFG
LFT
LFW
LFX
LGB
LGC
LGH
LGJ

Resignation Prior to Show Cause

Weight control failure
Parenthood or custody of minor child(ren)
Military personnel security program
Physical standards
Condition, not disability
Personality disorder
Failure to complete a course of instruction
Homosexual admission

BCR
BDG
BDK
BFT
BFV
BFX
BHF
BRB

Continued on next page

Appendix G - Eligibility Criteria For Involuntary Separation Benefits, Continued

Separation of Cadets	<u>Narrative Reason</u>	<u>SPD Code</u>
	Parenthood or custody of minor child(ren)	JDG
	Failure to complete a course of instruction	JHF
	Separation for miscellaneous/general reasons	JND
	<u>Early Release Program - Voluntary Separation Incentive</u>	
	Early Release Program - VSI	FCA
	Voluntary Resignation	
	Early Release Program - VSI	KCA
	Voluntary Discharge	
	Early Release Program - VSI	MCA
	Transfer to another service component	
	<u>Early Release Program - Special Separation Benefit</u>	
	Early Release Program - SSB	FCB
	Voluntary Resignation	
	Early Release Program - SSB	KCB
	Voluntary Discharge	
	Early Release Program - SSB	MCB
	Transfer to another service component	